



CONFIDENTIAL

3 October 1946

CENTRAL INTELLIGENCE GROUP

Rec'd

C. I. G. ADMINISTRATIVE ORDER [REDACTED] [REDACTED]

FORMS CONTROL AND STANDARDIZATION PROCEDURE

25X1A

25X1A

1. Authority

The Budget Section, Finance Division, Personnel and Administrative Branch, is vested with the authority to review and control the use, application and reproduction of forms to be used by C.I.G. and the standardization of procedures in connection with the use of such forms.

2. Reproduction

Requests for new or additional quantities of existing forms will be forwarded to the Budget Section, together with Form 50-2, "Reproduction Requisition", in duplicate. Requests for reproduction of forms will not be honored without the prior approval of the Budget Section.

3. Preparation of Forms and Procedures

The Budget Section offers the assistance of qualified personnel in the preparation of new forms and the devising of procedures to be used in the application of such forms. In instances where a new procedure is to be established, or where new forms are to be prepared, the Budget Section should be advised in order that they may supervise and assist in this connection. New procedures will not be issued in the form of Administrative Orders or Instructions until the procedures or instructions have been reviewed by the Budget Section and cleared by the Interdepartmental Coordinating and Planning Staff.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

[REDACTED]
Colonel, CAC
Executive for Personnel and Administration

CONFIDENTIAL

3 October 1964

CENTRAL INTELLIGENCE AGENCY

C. I. A. ADMINISTRATIVE INSTRU. NO. [REDACTED]

FORMS CONTROL AND STANDARDIZATION PROCEDURE

25X1A

25X1A

1. Authority

The Budget Section, Finance Division, Personnel and Administrative Branch, is vested with the authority to review and control the use, application and reproduction of forms to be used in the standardization of procedures in connection with the [REDACTED]

2. Reproduction

Requests for new or additional quantities of forms will be forwarded to the Budget Section, together with a "Requisition", in duplicate. Requests for reproduction of forms will not be honored without the prior approval of the Budget Section. [REDACTED]

25X1A

3. Preparation of Forms and Procedures

The Budget Section offers the assistance of its personnel in the preparation of new forms and the devices to be used in the application of such forms. In instances where a procedure is to be established, or where new forms are to be prepared, the Budget Section should be advised in order that they may supervise and assist in this connection. New procedures will not be issued in the form of Administrative Orders or Instructions until the procedures or instructions have been reviewed by the Budget Section and cleared by the Interdepartmental Coordinating and Planning Staff. [REDACTED]

25X1A

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[REDACTED]
Colonel, CAC
Executive for Personnel and Administration

CONFIDENTIAL

COPY NO. _____

*Issued Oct. 16
as changed*CENTRAL INTELLIGENCE GROUP

C. I. G. ADMINISTRATIVE ORDER [REDACTED]

25X1A

FORMS CONTROL AND STANDARDIZATION PROCEDURE1. Authority

~~Under the technical supervision of the Interdepartmental Coordinating and Planning Staff, The Budget Section, Finance Division, Personnel and Administrative Branch, is vested with the authority to review and control the use, application and reproduction of forms to be used by C.I.G. and the standardization of procedures in connection with the use of such forms.~~

2. Reproduction

Requests for new or additional quantities of existing forms will be forwarded to the Budget Section, together with Form 36-2, "Reproduction Requisition", in duplicate. Requests for reproduction of forms will not be honored without the prior approval of the Budget Section.

3. Preparation of Forms and Procedures

The Budget Section offers the assistance of qualified personnel in the preparation of new forms and the devising of procedures to be used in the application of such forms. In instances where a new procedure is to be established, or where new forms are to be prepared, the Budget Section should be advised in order that they may supervise and assist in this connection. New procedures will not be issued in the form of Administrative Orders or Instructions until the procedures or instructions have been reviewed by the Budget Section and cleared by the Interdepartmental Coordinating and Planning Staff.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

[REDACTED]
Colonel, CMC

Executive for Personnel and Administration

*Concur
IDZ
[initials]*

F. U.

TOP SECRET SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED
 (Sender will circle classification Top and Bottom)

CENTRAL INTELLIGENCE GROUP
 INTER-OFFICE ROUTING SLIP
 (Revised 10 Sept 1946)

30 September 1946

FROM	TO	INITIALS	DATE
DIRECTOR OF CENTRAL INTELLIGENCE			
EXECUTIVE TO THE DIRECTOR	x (3)		
SECRETARY TO THE DIRECTOR			
EXECUTIVE OFFICE: ASST. EXECUTIVE DIRECTOR			
ADVISORY COUNCIL			
x EXECUTIVE FOR PERSONNEL & ADMINISTRATION			
CENTRAL RECORDS			
SECRETARY, NIA			
CHIEF, INTERDEPARTMENTAL STAFF	x (1)		
ASST. DIRECTOR, SPECIAL OPERATIONS			
ASST. DIRECTOR, RESEARCH & EVALUATION			
ASST. DIRECTOR, COLLECTION & DISSEMINATION	x (2)		
CHIEF, SECURITY BRANCH			

☒ APPROVAL☐ INFORMATION☐ DIRECT REPLY☐ ACTION☒ RETURN☒ 1 & 2 COMMENT☐ RECOMMENDATION☐ PREPARATION OF REPLY☐ FILE☐ SIGNATURE☐ CONCURRENCE☐ DISPATCH

REMARKS:

TOP SECRET SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED

TOP SECRET SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED
 (Sender will circle classification Top and Bottom)

25X1A

CENTRAL INTELLIGENCE GROUP
 INTER-OFFICE ROUTING SLIP
 (Revised 10 Sept 1946)

FROM	TO	INITIALS	DATE
DIRECTOR OF CENTRAL INTELLIGENCE			
EXECUTIVE TO THE DIRECTOR	2		
SECRETARY TO THE DIRECTOR			
EXECUTIVE OFFICE: ASST. EXECUTIVE DIRECTOR			
ADVISORY COUNCIL			
EXECUTIVE FOR PERSONNEL & ADMINISTRATION	1		
CENTRAL RECORDS			
SECRETARY, NIA			
X CHIEF, INTERDEPARTMENTAL STAFF			
ASST. DIRECTOR, SPECIAL OPERATIONS			
ASST. DIRECTOR, RESEARCH & EVALUATION			
ASST. DIRECTOR, COLLECTION & DISSEMINATION			
CHIEF, SECURITY BRANCH			

☐ APPROVAL ☐ INFORMATION ☐ DIRECT REPLY
☐ ACTION ☐ RETURN ☐ COMMENT
☐ RECOMMENDATION ☐ PREPARATION OF REPLY ☐ FILE
☐ SIGNATURE ☐ CONCURRENCE ☐ DISPATCH

REMARKS:

TOP SECRET SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED

DISPOSITION FORM

CONFIDENTIAL

FROM	TO	DATE		FROM	TO	DATE	
			2 October 1946				
			DIRECTOR OF CENTRAL INTELLIGENCE				CHIEF, CENTRAL REPORTS STAFF
			DEPUTY DIRECTOR, C.I.G.				W. Europe-Africa Branch
			ASSISTANT TO THE DIRECTOR				E. Europe-USSR Branch
			SECRETARY, N.I.A.				Middle East-India Branch
X			Acting Chief, ICAPS				Far East-Pacific Branch
			CHIEF OF OPERATIONAL SERVICES				Western Hemisphere Branch
	X	1	Executive for P&A				
		2	Executive Director				
			CHIEF, CENTRAL PLANNING STAFF				ADMINISTRATIVE OFFICER
			Policy & Review Branch				Personnel Branch
			Information Branch				Budget & Fiscal Branch
			Intelligence Branch				Administrative Services Branch
			Security Branch				Central Records
			Support Branch				Security Branch

REFERENCES:

ENCLOSURES: Draft
CIG Administrative
Order --, Forms
Control and Standard-
ization Procedure

_____ ACTION	_____ DIRECT REPLY
_____ RECOMMENDATION	_____ COMMENT
_____ SIGNATURE	_____ FILE
_____ INFORMATION	_____ NOTE
_____ RETURN	_____ MAIL
_____ PREPARATION OF REPLY	

REMARKS:

SUBJECT: Forms and Standardization Procedure.

1. A recommended change is indicated in pencil on attached draft. Clearance of new procedures and forms with ICAPS is desired in connection with organizational problems and personnel requirements.

2. There is no apparent reason why the Office of Collection and Dissemination should comment on a draft of this nature.

DONALD EDGAR

Acting Chief, Interdepartmental
Coordinating and Planning Staff

25X1A

(Continue "Remarks" on back, if necessary)

TOP SECRET

SECRET

CONFIDENTIAL

RESTRICTED

CONFIDENTIAL

(216-S)

D R A F T

COPY NO. _____

CONFIDENTIALCENTRAL INTELLIGENCE GROUP

C. I. G. ADMINISTRATIVE ORDER NO. _____

FORMS CONTROL AND STANDARDIZATION PROCEDURE1. Authority

(In accordance with Administrative [REDACTED] the Budget Section, Finance Division, Personnel and Administrative Branch, is vested with the authority to review and control the use, application and reproduction of forms to be used by C.I.G. and the standardization of procedures in connection with the use of such forms.

25X1A

2. Reproduction

Requests for new or additional quantities of existing forms will be forwarded to the Budget Section, together with Form 56-2, "Reproduction Requisition", in duplicate. Requests for reproduction of forms will not be honored without the prior approval of the Budget Section.

3. Preparation of Forms and Procedures

The Budget Section offers the assistance of qualified personnel in the preparation of new forms and the devising of procedures to be used in the application of such forms. In instances where a new procedure is to be established, or where new forms are to be prepared, the Budget Section should be advised in order that they may supervise and assist in this connection. New procedures will not be issued in the form of Administrative Orders or Instructions until the procedures or instructions have been approved by the Budget Section, *and cleared with ICAPS.*

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

[REDACTED]
Colonel, CAC
Executive for Personnel and Administration

CENTRAL INTELLIGENCE GROUP

C. I. G. ADMINISTRATIVE ORDER NO.

FORMS CONTROL AND STANDARDIZATION PROCEDURE

1. Purpose:

The purpose of the forms control and standardization program is to promote procedural efficiency and to achieve economies in procurement of forms and a reduction in the man-hours required to process them.

2. Authority:

Staff supervision of this program over all elements of CIG is vested in the Chief, Budget Section, *Finance Division, Personnel and Administration.*

3. Organization:

~~The forms control and standardization program is activated by the Procedures Unit, Budget Section.~~

4. Responsibility:

The Budget Section is responsible for:

- (a) Development of the Forms Control and Standardization Program.
- (b) Establishment of standards.
- (c) Furnishing of technical assistance to various offices.
- (d) Control, determination of essentiality, design, simplification, consolidation, standardization, approval and assignment of form numbers for all printed or reproduced CIG forms.

5. Definition of Form:

A form is a piece of paper, printed or reproduced, with spaces provided for dates, names and descriptive details. A "form letter" is a letter printed or reproduced to furnish constant information for repeated

mailings or for one mailing to several or more destinations. "Form letter^S," with or without fill-in spaces, are considered forms for the purposes of this circular.

6. Classes of Forms Used by CIG:

- (a) Standard Forms - Those approved by the President, Comptroller General, Secretary of Treasury or Bureau of the Budget for use of the government service generally.
- (b) Civil Service Forms - Those approved by the Civil Service Commission for use of other government offices.
- (c) CIG Forms - Those approved by the Budget Section for use by offices of the Central Intelligence Group.
- (d) Miscellaneous Forms - Those approved by other government departments and agencies for use of other government offices which cannot be accurately classified under (a), (b), or (c) above, but which are authorized for use within the Central Intelligence Group.

7. Use Obligatory:

The rendition of reports, returns, etc., in manuscript is prohibited when forms issued for the purpose are available; i. e., the prescribed ~~printed~~ forms must be used. Improvised ~~substitute~~ forms for ~~the purpose~~ will not be printed, reproduced or procured except in emergencies, and then only with appropriate approval indicated in paragraph 9.



8. Printing or Reproduction Prohibited:

Printing, reproduction, or procurement of forms within the Central Intelligence Group is prohibited without obtaining appropriate approval as indicated in paragraph 9.

9. Approval:

- (a) Authority - Approval for new, revised and reprinted forms will be obtained from the appropriate source indicated in paragraph 6. No changes will be made in forms as approved without the concurrence of the approving authority.
- (b) Method - Requests for approval of new or revised forms, which are printed or reproduced by facilities outside the Central Intelligence Group, will be submitted by memorandum with an attached rough draft of the proposed form. Requests for approval of new or revised forms which will be reproduced by facilities within the Central Intelligence Group will be submitted in duplicate on Form 36-2, "Requisition for Reproduction Processing," with an attached rough draft of the proposed form. Form 36-2 may be obtained from the Supply Section.
 - (1) Requests involving Standard, Civil Service, Miscellaneous or CIG forms will be forwarded to the Budget Section.
 - (2) Offices initiating procedures involving the use of forms are urged to contact the Budget Section for assistance in the development of desired forms prior to requesting approval.
- (c) Reprints - Requests for approval of reruns will be submitted in duplicate on Form 36-2, "Requisition for Reproduction Processing." The job number of the prior ~~reproduction of the form~~ ^{run} will be indicated under "Remarks".
- (d) Specialty-type Forms (Fanfold, Continuous, Carbon-interleaved or salesbook) - Approval of the Budget Section is required prior to the procurement of specialty forms. Requests for approval will

be submitted in duplicate by memorandum and will include the following data:

- (1) Economies that the specialty-type form will effect.
 - (2) Detailed specifications.
 - (3) Number of sets written per person per day.
 - (4) If used in machine, make and model.
 - (5) Make or type of special platen, device, or machine attachment used in processing form.
 - (6) Disposition of each copy.
- (e) Alignment - Requests for the approval of forms which must align with other forms will include in the specification a notation to that effect. In addition to the rough draft of the form to be reproduced, one copy of the form with which alignment is necessary will be attached to the request.
- (f) Channeling Requests for Approval - Requests for the approval of new and revised forms ^{and revisions} will emanate from offices at or above the Division level and be forwarded to the Budget Section.

10. Discontinuance:

Authority for the discontinuance of a form is vested in the office having authority for its approval as indicated in paragraph 6. When discontinuing a form, the office primarily interested will formally request such action of the Budget Section and inform all users.

11. Quantities:

- (a) Responsibility for maintaining adequate supply of all forms, printed, reproduced, and procured is placed in the Services Division except as indicated in sub-paragraph (b) below.

- (b) The responsibility for the quantities of CIG forms which are reproduced, and which may be classified or used by only one office, is placed in the office primarily interested in them^{ve} ^{its} form.

12. Form Title:

Each form will be given a concise title description of ^{ve} ^{its} the use of the form. The title will be placed at the top of the form unless design makes this position impracticable.

13. Form Numbering:

- (a) All forms will be numbered.
- (b) The form number and date will appear in upper case type in the lower left corner whenever practicable. The date will include only the year preceded by the 3-letter abbreviation of the month and will indicate date of approval or revision. The following style of typography will be used:

FORM NO. 30-21
SEP 1946

- (c) CIG Form numbers will contain an appropriate numerical prefix to indicate the office primarily interested in the form. Such prefixes will generally indicate offices at the division level. Example: Form 37-2, "^{Report} ~~Notification of Personnel Action~~", used in the Civilian Personnel Division.
- (d) Alphabetical designations after form numbers will be minimized and used only to differentiate forms in a closely related group.
- (e) No form will contain any variation in content or specifications without assignment of a different form number.

- (f) Whenever any form is revised in content, design, or specification, even though of a minor nature, the changed edition will be given a revised date.
- (g) Whenever a form is revised as indicated in paragraph (f) above, the revised edition will carry a supersession notice in close proximity to the form number. Supersession notices will be patterned as closely as possible to the following:
 - (1) "Previous editions are not to be used."
 - (2) "Previous editions maybe used."
 - (3) "Edition of Aug 1945 may be used."
 - (4) "Replaces Forms XX-X and XX-XX which are not to be used."
 - (5) "Replaces Form XX-X which may be used."

14. Forwarding Sample Forms to Budget Section:

- (a) The Services Division will forward to the Budget Section, six (6) copies of each new or revised Standard, Civil Service, or Miscellaneous form upon receipt of stock.
- (b) The Reproduction Section will forward to the Budget Section, six (6) copies of each new or revised CIG form.


15. Publications and Directives:

- (a) No form will be prescribed unless adequate instructions for its use are issued. Offices initiating directives or publications which establish procedures requiring the use of forms will include therein references to forms by appropriate numbers. Directives or publications will specify the particular form required rather than merely suggest ^{a format.} ~~the type to be used.~~

- (b) Publications or directives will not make effective the use of any form prior to the date it will be available to users.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

STATINTL


Executive for Personnel
and Administration

3 October 1946

CENTRAL INTELLIGENCE GROUP

C. I. G. ADMINISTRATIVE ORDER [REDACTED]

25X1A

FORMS CONTROL AND STANDARDIZATION PROCEDURE

1. Authority

The Budget Section, Finance Division, Personnel and Administrative Branch, is vested with the authority to review and control the use, application and reproduction of forms to be used by C.I.G. and the standardization of procedures in connection with the use of such forms.

2. Reproduction

Requests for new or additional quantities of existing forms will be forwarded to the Budget Section, together with Form 36-2, "Reproduction Requisition", in duplicate. Requests for reproduction of forms will not be honored without the prior approval of the Budget Section.

3. Preparation of Forms and Procedures

The Budget Section offers the assistance of qualified personnel in the preparation of new forms and the devising of procedures to be used in the application of such forms. In instances where a new procedure is to be established, or where new forms are to be prepared, the Budget Section should be advised in order that they may supervise and assist in this connection. New procedures will not be issued in the form of Administrative Orders or Instructions until the procedures or instructions have been reviewed by the Budget Section and cleared by the Interdepartmental Coordinating and Planning Staff.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

[REDACTED]
Colonel, CAC
Executive for Personnel and Administration